



THURSTON COUNTY
invites applications for the position of:

Superior Court Criminal Case Coordinator

SALARY: \$4,029.00 - \$5,359.00 Monthly

OPENING DATE: 12/24/18

CLOSING DATE: Continuous

SUMMARY OF DUTIES:

This employment opportunity will now remain open until filled. Thurston County's Superior Court reserves the right to close this recruitment at any time.

As a **Superior Court Criminal Case Coordinator**, you are responsible for developing and managing Superior Court's criminal caseload and related programming. Responsibilities include performing moderately complex, analytical research work and program development. The Superior Court Criminal Case Coordinator oversees the daily operations of superior courts criminal calendars; assists the Court with improving organization of court hearings, developing policy including new protocols, collaborating with community partners, and helps to arrange training for court staff.

The incumbent must be able to coordinate and complete a variety of complex, confidential administrative and technical tasks with minimal supervision. Implements and manages complex case tracking programs, develops policies and procedures, and ensures that the court has meaningful data to assess whether the system is operating effectively. Works with judicial officers and stakeholders to ensure that each scheduled hearing occurs at a time and in a manner that promotes case disposition or monitors case flow management.

Other roles typical of this position may include, but would not be limited to the following:

- Analyzes and tracks program services and develops and implements policy and procedures approved by the Court related to program, case-flow management, oversight of the program, contracts and other responsibilities identified by the Judges.
- Develops, tracks, and maintains research statistical information. Develops case screening criteria and case management objectives; develops and implements case planning conferences.
- Conducts studies and evaluates procedures and activities within the scope of assigned functional areas. Prepares database system reports involving access to multiple applications as necessary. Evaluates Court procedures, case management policies and rules. Writes and presents proposed changes and obtains input from affected agencies.
- Serves as the primary liaison for counsel and parties regarding various legal matters associated with the program. Assists pro se parties when needed and within legal limits. Independently reviews, analyzes, prioritizes, and responds to requests for Court assistance.
- Reviews incoming case material for potential conflict of interest, ex parte communications and other confidential matters. Prepares correspondence and schedules court hearings as appropriate. Drafts court documents as required.
- Monitors compliance with case processing standards. Assigns cases after consultation with judicial officers. Provides support to specialty court judicial officers. Prepares and manages case processing documents.
- Conducts database queries as requested by judicial officers for miscellaneous research and to identify cases involving domestic violence to allow appropriate safety measures.
- Participates in special projects and facilitates cross-departmental and interagency collaboration. Monitors current trends and practices applicable to the area of assignment through continuing education (seminars, meetings and classes) and reading applicable laws and journals.
- Performs ongoing public relations work; prepares and presents educational seminars; trains volunteers. Develops program literature such as programs, pamphlets, manuals, forms, handbooks and procedures.

****We encourage you to apply immediately. First review of applications will begin *January 2, 2019*, for all applications submitted by 11:59 pm, 01/01/19.****

QUALIFICATIONS:

- Bachelor's degree in social work, business or public administration, or a closely related field and six (6) years of progressively responsible clerical/secretarial experience, four (4) years of which must have been in a legal or court environment. Must have two (2) years of experience managing a major project, demonstrating the ability to work independently and make responsible decisions; and a background in legal terminology, trial calendar terminology and judicial procedures. Must have demonstrated experience in modern office methods and procedures. *Additional relevant experience can substitute for up to two (2) years of education.*
- Must be proficient in contract management practices.
- Ability to communicate effectively both orally and in writing with superiors, subordinates, other organizations, attorneys and the general public and to work effectively as a team member or leader with independent committees, commissions, firms and agencies.
- Ability to establish and maintain effective working relationships with officials, employers and the general public.
- Must be able to successfully utilize a personal computer and related software packages to perform word processing, analysis, information retrieval and tracking. Working knowledge with multiple court-related databases is preferred.
- Current Washington State Driver's License or have requested and obtained an appropriate accommodation.

DESIRED SKILLS:

Knowledge of:

Organization and operation of the Washington State Court System; procedures and practices within courts of general jurisdiction; techniques of effective program management; analysis of problem solving techniques; communication skills and methods; legal terminology and phraseology; legal references and their use; office practices and procedures; techniques of correspondence and report writing; community resources; word processing techniques; and correct spelling, punctuation and grammar.

Ability to:

Work independently with minimal instruction; maintain confidentiality; understand and follow written and oral instructions; speak and write effectively; prepare reports and correspondence independently; plan and coordinate numerous program activities and special projects; learn, apply and interpret policies and procedures; use good judgment in evaluating situations and making decisions; work well with others; maintain effective public relations; and obtain cooperation of other individuals.

OTHER POSITION RELATED INFORMATION:

Questions about this Position?

The contact person for this recruitment is **Tonya Moore, Superior Court Operations Manager / 360. 754.4405**

This position is:

- NOT represented by a Union
- Eligible for benefits
- Eligible for overtime under the Fair Labor Standards Act (FLSA)
- Contingent upon passing a background check

Items required for consideration:

- Application
 - Letter of Interest
 - Resume
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1/4/2019

Job Bulletin

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/thurstonwa>

Position #06R01467
SUPERIOR COURT CRIMINAL CASE COORDINATOR
EA

Thurston County
2000 Lakeridge Drive SW
Olympia, WA 98502
(360) 786-5498

sandben@co.thurston.wa.us
